



# *Job Opportunity*

## *California State Lands Commission*

The State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religion, political affiliation, age, medical condition, political/religious opinion, discrimination complaint filing or sexual orientation.

**February 8, 2012**

### **Student Assistant**

**Range A \$8.41 - \$8.99 per hour**

**Range B \$8.99 - \$9.66 per hour**

**Range C \$9.66 – 10.38 per hour**

**Range D \$10.38 – 11.20 per hour**

*(Approximately 20 hours per week)*

Under the general direction of the Information Services Section Supervisor and/or System Software Specialist III, the incumbent will be responsible for tasks including but not limited to the following:

#### **DUTIES AND RESPONSIBILITIES:**

- Assist staff by answering and resolving general computing questions/issues;
- Provide desktop support services by resolving PC hardware, software, and related problems;
- Assist in the installation of new/and or replacement hardware, software, and peripherals;
- Image and prepare new workstations;
- Assist in maintaining Help Desk ticketing and asset tracking system;
- Inventory equipment and assist in maintaining an inventory database;
- Provide Project Manager with basic project management support.

#### **DESIRABLE QUALIFICATIONS:**

- Ability to demonstrate proficiency with respect to electronic information processing concepts, practices, methods, and principles;

- Knowledge of computer hardware, peripherals, and application software (Microsoft Office) in a variety of desktop operating environments (Windows 7 and XP);
- Ability to communicate effectively, both verbally and in writing;
- Ability to lift up to up to 25 pounds;
- Ability to conduct self professionally in a work environment;
- Ability to be self-motivated.

**POSITION LOCATION:**

100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825

**Free parking, near Light Rail and on Sacramento Regional Transit District bus routes.**

**HOW TO APPLY:**

**Submit State application & transcripts to:**

California State Lands Commission  
Personnel Office  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825-8202  
(916) 574-1910

**FINAL FILING DATE: Until Filled**

**WHO MAY APPLY:**

Students who have applied for, or enrolled as a student in, an appropriate college or university program.

Applications will be accepted until position is filled.